



Individual Employee Update

Incident Qualification and Certification

(Note: this form is to be used only for updating employee records that are already established in the IQCS)

Header Information

Employee ID		Employment Kind (Career, Career Seasonal, Casual Hire, Temporary, Volunteer)	PFT
First Name		Fitness Rating (Arduous, Moderate, Light, None)	
Last Name			
Middle Initial		Medical Date (Date of Most Recent Medical Exam - MM/DD/YYYY)	
Org Code		Group (Helitack, Hotshots, IMT Member (enter IMT name))	
Unit Code		IRDP Incident Responder Development Plan (Y/N)	

Incident Qualification Card *(Enter the positions you are qualified or a trainee)*

ENTER: JOB CODE = Four digit code for the job performed (ex.: FFT2 = Firefighter Type 2)
ROSS = Y indicates your qual will show in ROSS as available out of area

Qualified Jobs				Trainee Jobs			
ROSS	Job Code	ROSS	Job Code	ROSS	Job Code	ROSS	Job Code

Training administered within IQCS can be applied to the individual's record when the course session is completed

Course Code i.e.: S190	Date Completed (MM/DD/YY)	Course Code i.e.: S190	Date Completed (MM/DD/YY)

Employee Contact numbers: Work Home Cell .

*EMPLOYEE Sign		DATE	
*SUPERVISOR Sign & Print (required)		DATE	

NAME:

Instructor Experience Entry			
Course Code	Date of Instruction (MM/DD/YY)	Instructor Level L=lead U=unit	Times Taught

Task Books

Copies of the completed certification and evaluation pages from the task book are all needed to update your records.

Remarks: